



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRZ

JUL 26 2011

MEMORANDUM FOR Army National Guard Human Resources Directorate, (G1)

SUBJECT: DATA STANDARDS, QUALITY AND SYSTEM DEVELOPMENT (NGB Policy Memo #11-052)

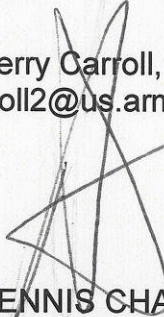
1. Reference, G1, Human Resource Information Technology (IT) Steering Committee Charter, dated 1 March 2011.
2. Purpose: This memorandum emphasizes and reinforces the intent of the Human Resource Information Technology (IT) Steering Committee Charter.
3. The following procedures will apply:
 - a. New Metric Creation: The intent of the G1 data warehouse was to have one source provide one answer. All metrics will mean the same thing in all applications. If there is a requirement for new metrics, the business case and metric definition will be submitted to the Data Governance Working Group for review. This working group is co-chaired by LTC Dismore of HRP and CW3 Carollo of HRM. The working group will review and forward to the HR IT Steering Committee with recommendations. Upon approval by the Steering Committee, it will be returned for implementation into the Data Warehouse, or an alternate solution will be proposed. This is the only method that will be used to create new metrics.
 - b. There may be cases where there is an emergency requirement for change or implementation of a metric directed by senior leadership. In these instances, the G1 Chief Information Officer (CIO) will coordinate with individual divisions, the Data Governance Working Group and the IT Steering Committee to notify them of the action taken.
 - c. Software development and modernization: All requirements for software development/modernization must go thru the Data Governance Working Group and the HR IT Steering Committee. Both the Steering Committee and Data Governance Working Group will meet independently on a monthly basis and the G1 CIO will meet with both on a weekly basis. The G1 CIO is responsible for briefing the G1 on all HR IT issues on a weekly basis.
4. The defined process is not meant to interfere with daily business but to provide oversight and continuity for all.

ARNG-HRZ

SUBJECT: DATA STANDARDS, QUALITY AND SYSTEM DEVELOPMENT (NGB
Policy Memo #11-052)

5. Neither I, nor the G1 CIO will approve any expenditure of funds from this point forth that does not meet the above requirements.

6. The point of contact for this matter is Mr. Terry Carroll, G1 Chief Information Officer, at DSN 327-9773, 703-607-9773, or terry.carroll2@us.army.mil.



DENNIS CHAPMAN
COL, GS
Acting G1, Army National Guard